



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of April 29, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Assessor I – Exam #21163 / Hourly Salary: \$24.14 - \$31.45

The City of Minneapolis, Assessor Office is looking for two individuals to perform field and office work in the assessment of commercial, industrial, residential and personal property. **QUALIFICATIONS: Education/Experience** One of the following - A Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent and a minimum of one year full-time real estate appraisal experience **or** Any Associates Arts degree and a minimum of two years of full-time real estate appraisal experience. **Licenses and Certifications:** Valid Driver's License and must have or be able to obtain certification as a "Certified Minnesota Assessor" within thirty-six months of hire. Applicants are required to follow the application process outlined in the job announcement as **resumes alone will not be accepted.** For a complete job announcement including job duties, requirements and how to apply please visit www.minneapolismn.gov. **Open for applications until a sufficient number of qualified applications are received.**

Assessor III / Exam #21175 – Hourly Salary: \$28.16 up to \$36.70

Perform valuation of complex commercial properties. Assist in the development of the downtown land map. Must be able to effectively deal with taxpayers, attorneys, City staff and officials. Collect, assemble and analyze market information from property owners. Handle tax court petitions relating to commercial, apartment and industrial properties. Defend assessments in tax court as an expert witness through the preparation of appraisals and by testifying in court. Ability to measure buildings and accurately read blueprints. Assist in the development of ratio studies and verification of sales. Support the department's efforts to develop an income property CAMA system and to integrate developed GIS functionality into the assessment process. Required Education: a Bachelor's. ALL applicants MUST submit a completed: * City of Minneapolis application (online or paper) * Resume (must be submitted prior to the job closing date) Please email your resume to Daniel.villarreal@minneapolismn.gov Resumes are not being accepted in place of an official City of Minneapolis application. **Wednesday, April 24, 2013 through Friday, May 17, 2013.**

Contract Compliance Officer - Exam #21174 Salary Range: 23.10 – 32.20 hourly

There is currently one (1) full-time, non-exempt vacancy to be filled in the Contract Compliance Division of the Civil Rights Department. Incumbent must travel to various construction job sites. Primary Responsibilities: Conduct and lead others in conducting desk reviews, electronic payroll reviews, on site interviews, investigations, meetings and enforcement activities to ensure contractor compliance with Chapters 139 and 423 of the Minneapolis Code of Ordinances, the Davis Bacon Act, 40 USC, HUD Section 3 and other local and federal laws, rules and policies related to prevailing wage and equal employment opportunity within the geographic area of the City of Minneapolis. Qualifications: Bachelor's Degree in accounting, statistics, public administration, law, business administration, human relations, or a construction-related area with course work in equal opportunity and affirmative action history and legislation. Two (2) years of experience performing directly related duties in the Civil Rights field as well as experience with contracts, regulatory compliance, auditing/accounting, and project management. For this specific vacancy, experience in the Civil Rights field with specific focus in construction is highly desired. **Applications accepted through Friday, May 10, 2013.**

Community Service Office (CSO) Exam# 21157 -- \$15.03 -- \$18.38 Hourly

A Community Service Officer (CSO) works approximately 20-30 hours per week in the Minneapolis Police Department while enrolled as a student in an approved, two-year law enforcement program and/or working toward completion of MN Peace Officers Standards and Training (POST) licensing requirements. CSOs assist the police department and community by promoting intercommunication, understanding and cooperation between department personnel and the diverse communities of the City of Minneapolis. The CSO is a civilian position which has the possibility of promotion to a full time Police Officer position. **Qualifications:** Must be at least 18 years of age by January 1, 2014, have a high school diploma or equivalent by January 1, 2014, and have a valid Driver's License. As proof of college readiness, you must submit one of the following by May 3, 2013. 1) College transcript; OR 2) An assessment/placement (i.e. Accuplacer) test. To review a complete job announcement and to apply online, visit www.minneapolismn.us/jobs. Applications will not be accepted without proof of the college readiness. **Applications accepted April 15-May 3, 2013.**

HR Generalist – Exam #21173 – Salary Range: \$63,250-\$80,688 Annual

The Human Resources Generalist functions as the HR Manager for a large department or several smaller departments within the City and manages the delivery of a wide range of human resources services while supporting City goals, department business plans and the vision, mission and values of the Human Resources Department. **Qualifications:** Bachelor's Degree in Human Resources or closely-related field, and three (3) years of highly related experience. An equivalent combination of related education/experience may be considered. **Online application only is required.** **Applications accepted through Friday, May 3, 2013.**

PeopleSoft Administrator DBE – Exam #20978 Salary \$62,877 to \$86,539 Annual (Amended)

This position is in the ERP Division of the IT Department. The Database Engineer (PeopleSoft Administrator/PS Admin) provides IT services to the Human Resources, Finance and related City Departments. This position is responsible for Technical Administration related duties for multiple PeopleSoft environments. **Qualifications:** At least six (6) years of experience which have included application development and support; bachelor's degree in Computer Science, Management Information Systems or a closely related field. An equivalent combination of related education/experience may be considered. **Applications accepted until a sufficient number of applications have been received.**

Supervisor Event Services – Supervisor III – Exam #2172 Salary \$62,129 to \$72,891 Annual

There is currently one full-time, exempt vacancy to be filled in the Guest and Security Services Department of the Minneapolis Convention Center (MCC). This position requires working a flexible schedule including evenings, weekends and holidays as well as being available for emergency call back. The selected candidate will possess these six (6) City Job Success Factors: Customer Service, Functional/Technical Skills, Quality of Work, Productive Work Habits, Peer Relationships, and Self-Knowledge. Primary Responsibilities: This position supervises the day-to-day activities of the Guest Services area and assists with coordination with other departments, agencies and clients to ensure that the contractual requirements of MCC and its clients are met and that services are provided in an efficient, effective, and timely manner. It is responsible for assisting in the management and oversight of operational activities (e.g., guest services, concierge, crowd control, ticket taking) within MCC's Guest & Security Services department. Work includes substantive involvement in related administrative functions (e.g., the development of related program standards; and diverse recordkeeping). Under the direction of the MCC Guest & Security Services Manager, this position calls for great attention to detail, independent judgment, coordination of multiple tasks at a time, collaboration with other convention center departments, and the oversight of ongoing operational services during extended hours of operations. This position requires a high standard of customer service. **Qualifications:** High school diploma and two years of full-time supervisory or managerial experience in the guest services function of a public assembly facility or equivalent experience in such areas as event coordination, event security, event set-up/changeover, event production and similar functions.

Applications accepted through May 6, 2013

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.